

Full Cost Decision Memorandum: Civil Service Labor Actuals (WF-06)

Issue:

How are civil service workforce actual charges collected and managed?

Source / reference:

CONIT's IFMP Business Warehouse (BW) representative
LaRC Full Cost Implementation Team (2003-2004)
BRITeam (2003-2004)
LaRC Office of the Chief Financial Officer (OCFO)

Background:

The collection of civil service labor actuals is critical in understanding how employees are charging time and costs are assigned to projects/activities.

Options:

No options – documentation of how actuals are reported.

Decision:

Civil service workforce actuals are collected by project using WebTADS. WebTADS information is certified by supervisors and processed through the labor distribution process. The labor distribution process maps the actual costs into IFMP Core Financial and stores the data in the Business Warehouse (BW). For reporting purposes all workforce charges should be pulled from BW.

All official budget and actual resource information comes from the IFM Core Financial Systems and BW reports. However, for management purposes, more detailed information of actual WF charges may be found in the Automated Workforce Actuals REporting (AWARE) System that is also available within the LaRC Workforce Integrated Management System (WIMS). AWARE uses the same labor charges and FTE calculations to display more detailed WF actual charges by organization or by project account. Plans versus Actual Labor charge comparisons are also planned for WIMS.

Approved by LaRC CFO (Ken Winter) 10/17/03
